

6 December 1957

MEMORANDUM FOR: Assistant Director, CR

VIA : Administrative Staff, CR

SUBJECT : November Activity Report for Document Division.

1. The monthly reports for the three branches are attached.
2. The average daily receipts of documents and cables and the percentage "Nodexed" in November were about the same as for the previous month. No backlogs in processing developed and no overtime for processing information reports was required.
3. The Printing Services Division, OL has agreed on a 120 day trial basis to make the standard distribution to outside agencies of CIA information reports now being performed by OCR. We have detailed one experienced distributor from the Processing Branch to PSD for the duration of the trial period. If the experiment succeeds, PSD will probably request one or possibly two OCR T/O slots. The savings to OCR, however, should more than off-set the loss of T/O by elimination of the double handling of a large volume of "paper" and resultant removal of obstructions to a "straight-line" processing system. The efficiency of distribution to outside agencies will also be greatly increased.

[REDACTED] 25X1A  
Chief, Document Division

Attachments:  
Monthly Reports